

Job Aid:

How Organization Administrators Assign Commodity Codes to Purchasers

This Job Aid shows how to:

- Assign and maintain Commodity Codes for Purchasers in your Organization

Of Special Note:

The Assignment of Commodity Codes to Purchasers allows specific UNSPSC commodity code mapping to individual purchasers. Once enabled, documents containing these UNSPSC codes will be directly routed to these designated buyers in your organization. Once setup, COMMBUYS reads the codes entered on the requisitions, purchase orders and/or bids and automatically routes them to assigned buyers. The operation is transparent to the user.

Screenshot



Directions

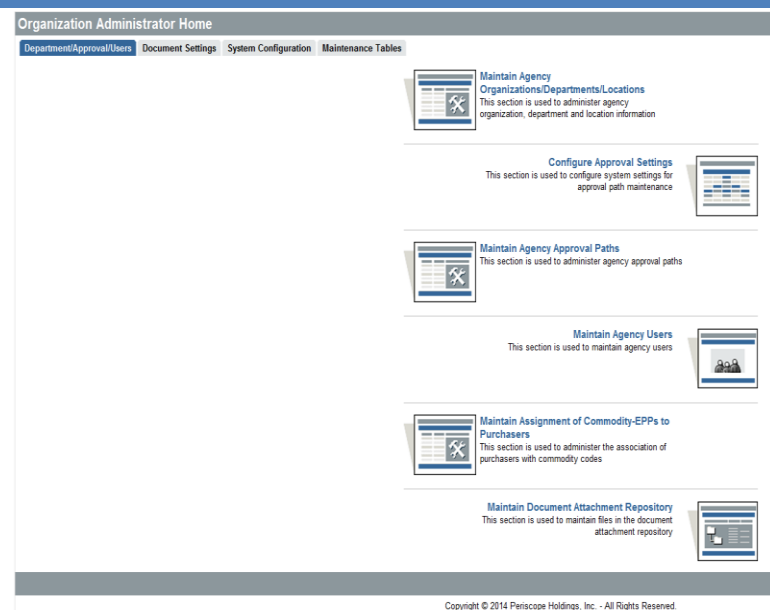
1. Launch the COMMBUYS website by entering the URL (<https://www.commbuys.com/bsol/>) into the Browser.

Log in using your Login ID and password.

Job Aid:

How Organization Administrators Assign Commodity Codes to Purchasers

Screenshot



Directions

2. This image displays the home page of an Organizational Administrator on the Department/Approval/Users tab, which is the default view upon login to COMMBUYS.

Click on the icon **Maintain Assignment of Commodity Codes to Purchasers**.

3. The **Maintain Assignment of Commodity-EPPs to Purchasers** is where you select the buyer (purchaser) you wish to assign commodity codes to:

- **Default (Catch-all) Purchaser:** if no default purchaser is assigned at either the department or commodity levels, this user will catch all “black hole” documents
- **Purchaser to assign codes to:** is the buyer that will be assigned the selected UNSPSC codes
- **Filter Code by Category:** dropdown menu to select UNSPSC codes based on category description
- **Filter Code by Segment-Family:** dropdown menu to select UNSPSC codes based on segment family.
- **Available Commodity Codes:** shows the codes available from the selected segment-family.
- **Assigned Commodity Codes:** shows the codes assigned from the selected segment-family once moved right

To select various commodity codes, double click and they will move to the **Assigned Commodity Codes** (on the right side.)

To remove the codes from the Assigned box, simply double click them on the right side and they will move back to the left side.

Maintain Assignment of Commodity-EPPs to Purchasers

Fields marked with an asterisk (*) are required.

Select a default (catch-all) purchaser:

Select purchaser to assign codes to:

Filter Codes by Category:

Filter Codes by Segment-Family:

Available Commodity-EPPs:

move all right >

move right >

move left <

move all left <

Assigned Commodity-EPPs:

Job Aid:

How Organization Administrators Assign Commodity Codes to Purchasers

Screenshot

Maintain Assignment of Commodity-EPPs to Purchasers

Fields marked with an asterisk (*) are required.

Select a default (catch-all) purchaser:

Select purchaser to assign codes to:

Filter Codes by Category:

Filter Codes by Segment-Family:

Available Commodity-EPPs:		Assigned Commodity-EPPs:
	<input type="button" value="move all right >"/>	
	<input type="button" value="move right >"/>	14-11-15 - Printing and writing paper
	<input type="button" value="move left <"/>	14-11-16 - Novelty paper
	<input type="button" value="move all left <"/>	14-11-17 - Personal paper products
		14-11-18 - Business use papers

Directions

4. Shown here is a sample of what a finished assignment could look like.

Ensure you **Save and Exit**.